

Employee Post-Travel Disclosure of Travel Expenses

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2019 SEP 23 PM 3:42

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Atlantic Council

Travel date(s): 08/24/2019 - 08/31/2019

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$2202.91	\$985.50	\$630.15	n/a
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Please see attached itinerary for full list and description of meetings.

9/23/19
(Date)


VALI SAMMUELLINGHAM
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/23/19
(Date)


(Signature of Supervising Senator/Officer)

² The term “any point throughout your trip” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.³ However, the Atlantic Council represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.⁴



Atlantic Council

Valli Sanmugalingam
Legislative Assistant
Office of Senator Bob Casey

May 29, 2019

Dear Valli,

On behalf of the Atlantic Council, it is my pleasure to invite you to join a staff delegation to Ukraine led by the Council's Eurasia Center. The trip will take place from **August 24 to August 31, 2019**.

Since its founding, the Center has become a go-to resource on issues pertaining to Eurasia at a time of tremendous importance and change. The situation in Ukraine remains critical as it continues to enact reforms, strengthen its international ties, and confront hybrid threats. At this crucial moment, the United States must maintain awareness of Ukraine and its importance in the wider region. This staff delegation will take congressional staffers to Kyiv and cities in the east, where they will meet with senior representatives from the Ukrainian government, opposition, civil society, and private sector.

We hope that you can join this timely trip. Should you have any questions or require any additional information, please do not hesitate to contact me, or my colleague Emily Spak (espak@atlanticcouncil.org).

Best,

Ambassador John Herbst
Director, Eurasia Center
Atlantic Council

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Atlantic Council
2. Description of the trip: Study trip to Ukraine, including meetings with members of the government, opposition parties, civil society, journalists, and others.
3. Dates of travel: 08/24/2019 - 08/31/2019
4. Place of travel: Kyiv and Kharkiv, Ukraine (with day trip to Kramatorsk, Ukraine)
5. Name and title of Senate invitees: See attached.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

- OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

- AND -

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

- AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

-OR-

- OR -

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

(continued)

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The purpose of the trip is to educate and increase awareness of the region among congressional staffers.

The Atlantic Council has previously sponsored several congressional trips. The Atlantic Council's Eurasia

Center specifically sponsored a similar congressional trip to Ukraine from 08/25/2018-09/01/2018.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Atlantic Council regularly hosts events for attendance by the general public and publishes reports that are freely available to the public. The Atlantic Council's Eurasia Center hosts events for the general public and publishes reports for the general public specifically on the Eurasia region.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	Total: \$2,155 Flights: \$1,910 Shuttle: \$245 (\$35 per day)	Total: \$980 Radisson Blu Hotel (Kyiv): \$170/night, 4 nights Kharkiv Palace Hotel (Kharkiv): \$150/night, 2 nights	Total: \$745 Kyiv: \$130, 5 days Kharkiv and Kramatorsk: \$95, 1 day	None
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is organized with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The Atlantic Council's Eurasia Center selected the location of the trip based on the Center's focus on Ukraine and the surrounding region.

19. Name and location of hotel or other lodging facility:

Kyiv: Radisson Blu Hotel, 22 Yaroslaviv Val Street, 01054 Kyiv, Ukraine

Kharkiv: Kharkiv Palace Hotel, 2 Nezalezhnosti Avenue, Kharkiv, 61058, Ukraine

20. Reason(s) for selecting hotel or other lodging facility:

The hotels were selected based on location, availability, and rates.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging rates are below the maximum per diem rates for official Federal Government travel.

The meal rates are equal to the maximum per diem rates for official Federal Government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Transportation will include: commercial coach-class flights between DC and Kyiv; commercial

coach-class flights between Kyiv and Kharkiv; rented shuttle (coach equivalent) in both Kyiv and Kharkiv.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

The trip will not include entertainment paid for or reimbursed to Senate invitees.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: _____

Name and Title: Geysa Gonzalez, Deputy Director, Eurasia Center

Name of Organization: Atlantic Council

Address: 1030 15th Street NW, 12th Floor

Telephone Number: (202) 599-8620

Fax Number: (202) 463-7241

E-mail Address: ggonzalez@atlanticcouncil.org



Agenda: Ukraine Study Trip, 2019

August 24, 2019 to
August 31, 2019
Ukraine

Saturday, August 24, 2019

6:05 p.m. Departure from Washington, DC
Location: Washington Dulles International Airport
Flight: United Airlines Flight 52

Sunday, August 25, 2019

8:05 a.m. Arrival in Zurich, Switzerland
Location: Zurich Airport

9:40 a.m. Departure from Zurich, Switzerland
Location: Zurich Airport
Flight: Swiss International Airlines Flight 2290.

1:20 p.m. Arrival in Kyiv, Ukraine
Location: Boryspil International Airport

2:45 – 3:30 p.m. Travel to Hotel, Check-in
Location: Radisson Blu Hotel, Yaroslaviv Val St, 22, Kyiv, Ukraine, 02000
Transportation: Shuttle

5:00 p.m. – 7:00 p.m. Meeting with Ambassador William B. Taylor, U.S. Chargé d'Affaires, a.i
Topics of discussion: Ukraine's new political administration, US-Ukraine relations, Ukraine-Russia relations
Relevance: Staffers will hear from the current top US political figure in Ukraine who has had major insight into and interactions with both past presidential administrations and in the current administration. They will receive insight into the political environment of Ukraine, as well as its relations with various partners, especially the United States.

7:30 p.m. – 10:30 p.m. Briefing and Dinner: The Current State of Ukraine
Location: The Last Barricade, Maidan Nezalezhnosti, 1, Kyiv, 02000
Transportation: Walking
Topics of discussion: The new Ukrainian administration
Relevance: Staffers will receive an overview of Ukraine's current political situation from the perspective of a former US ambassador to Ukraine, with a particular focus on the events at Maidan in 2014.

Monday, August 26, 2019

10:00 a.m. – 10:45 a.m. Travel to the National Museum of Folk Architecture and Life of Ukraine
Location: Meet in Radisson Blu lobby
Transportation: Shuttle

11:15 a.m. – 12:15 p.m. Docent Tour of Museum of Folk Architecture and Life of Ukraine
Location: National Museum of Folk Architecture and Life of Ukraine, Vulytsya Akademika Tron'ka, Kyiv, Ukraine, 03026

Topics: The history of Ukraine's culture and society

Relevance: The docent tour of this museum will provide staffers with a general overview of Ukraine's history, culture, and society. This will provide a background that will be relevant for the rest of the trip and will help to give context for Ukraine's more modern political movements and challenges.

- 12:15 p.m. – 1:00 p.m. Exhibition Viewing and Briefing: Ukraine Before the Revolution
Location: National Museum of Folk Architecture and Life of Ukraine, Vulytsya Akademika Tron'ka, Kyiv, Ukraine, 03026
Topics: Ukraine's political and cultural status prior to the Russian Revolution.
Relevance: Staffers will view an exhibition on life in Ukraine's countryside prior to the Russian Revolution, particularly in the Russian-speaking regions in Ukraine's East. They will be briefed on Ukraine's relations with its neighbors at that time, the sequence of events in Ukraine prior to the revolution, and the distinctions between historical Russian and Ukrainian culture. This will provide additional context for the Ukraine's transformation over time and the current state of Ukrainian political and cultural life.
- 1:00 p.m. – 1:45 p.m. Exhibition Viewing and Briefing: Ukraine Under the Soviet Union
Location: National Museum of Folk Architecture and Life of Ukraine, Vulytsya Akademika Tron'ka, Kyiv, Ukraine, 03026
Topics: Ukraine's political and cultural status during the time of the Soviet Union.
Relevance: Staffers will view an exhibition on life in Ukraine's countryside after the Russian Revolution, during the time of the Soviet Union. The focus will be on the Russian-speaking regions in Ukraine's East. Staffers will be briefed on the effect that the Soviet Union had on Ukrainian political and cultural life, particularly the repression of Ukrainian identity. This will provide context for Ukraine's modern relationship with Russia.
- 1:45 p.m. – 2:30 p.m. Exhibition Viewing and Briefing: Ukraine's Religions
Location: National Museum of Folk Architecture and Life of Ukraine, Vulytsya Akademika Tron'ka, Kyiv, Ukraine, 03026
Topics: The history and current status of religious life in Ukraine.
Relevance: Staffers will view historical churches at the museum and receive a briefing on the history and current status of religious life in Ukraine. The focus will be on the co-existence of Russian and Ukrainian Orthodox churches, and the conflict that has often arisen between the two groups, including religious splits within the last few years. This will provide context for the role of religion in Ukraine's current culture and politics.
- 3:00 p.m. – 4:15 p.m. Lunch
Location: Kozachuk, Volodymyra Brozhka St, 118, Kyiv, Kyiv Oblast, 03038
Transportation: Shuttle
- 4:15 p.m. – 5:00 p.m. Travel to Boryspil International Airport
Transportation: Shuttle
- 7:25 p.m. Departure from Kyiv, Ukraine for Kharkiv, Ukraine
Location: Boryspil International Airport
Flight: Ukraine International Airlines Flight 23
- 8:25 p.m. Arrival in Kharkiv, Ukraine
Location: International Airport Kharkiv
- 8:45 p.m. – 11:45 p.m. Dinner with Representatives from the Security Service of Ukraine (SBU) and Military Leadership in the Region

Location: Kharkiv, Ukraine

Transportation: Shuttle

Participants: Head representatives from the Security Service of Ukraine and military leadership in the region. Including Ambassador Valery Hrebeniuk, Andriy Kyseliov, Oleh Kotsiuba.

Topics of discussion: The conflict in eastern Ukraine; the state of Ukrainian forces in the region, activities of Kremlin interference in the region, and the effect on local residents.

Relevance: Staffers will receive an update on the conflict in eastern Ukraine from security experts in the region and be provided with additional context for the trip to Kramatorsk and their meetings in eastern Ukraine.

11:50 p.m. - 12:15 a.m. Travel to Hotel, Check-in

Location: Kharkiv Palace Hotel, 2 Nezalezhnosti Avenue, Kharkiv, 61058

Transportation: Shuttle

Tuesday, August 27, 2019

9:30 a.m. Departure from Kharkiv, Ukraine for Kramatorsk, Ukraine

Transportation: Shuttle

12:00 p.m. Arrival in Kramatorsk, Ukraine

12:00 p.m. – 1:30 p.m. Tour and Briefing on the State of the Operation of the United Forces

Location: Headquarters of the Operation of the United Forces, Kramatorsk, Ukraine

Participants: Representatives of the Operation of the United Forces and the Security Service of Ukraine

Topics of discussion: The conflict in eastern Ukraine and the state of Ukrainian forces in the region, specifically the Operation of the United Forces.

Relevance: Staffers will receive an update on the conflict in eastern Ukraine from military experts in the region, learn about Ukrainian military capabilities, and will tour the Kramatorsk base of the Operation of the United Forces.

1:30 p.m. – 2:30 p.m. Lunch and Discussion with Representatives of the Operation of the United Forces

Location: Headquarters of the Operation of the United Forces, Kramatorsk, Ukraine

Participants: Representatives from the Operation of the United Forces and the Security Service of Ukraine.

Topics of discussion: The conflict in eastern Ukraine and the state of Ukrainian forces in the region, specifically the Operation of the United Forces.

Relevance: Staffers will receive further updates on the conflict in eastern Ukraine from military experts in the region.

3:30 p.m. – 5:00 p.m. Meeting with Local Activists and Residents, Tour of the Window to America in the Sloviansk Library

Location: Sloviansk Library, Sloviansk, Ukraine

Participants: Local residents representing local NGOs, news sources, and government, including: Movement for Strong Communities (NGO), Sloviansk Together (NGO), Ukrainians for Donetsk Oblast (NGO), East and West Together (NGO), Women Helping Veterans (NGO), Sloviansk Community Council, Oblast Administration for Veterans Affairs

Topics of discussion: History of the USAID funded Window to America in the Sloviansk Library. The effect of the conflict in eastern Ukraine on residents in the area and the current state of security and society in frontline communities.

- 4:15 p.m. – 5:45 p.m. Meeting with Petro Poroshenko, Former President of Ukraine, Head of European Solidarity Party
Location: European Solidarity Party Headquarters, Kyiv
Transportation: Shuttle
Topics of discussion: The new governmental administration, the European Solidarity Party's priorities in parliament, the Minsk process, Ukraine-Russia relations
Relevance: Staffers will hear from the former president of Ukraine and will learn about his future plans following his presidency, along with his thoughts on the policies of the new administration.
- 6:00 p.m. – 9:00 p.m. Dinner with newly appointed Rada Members from Servant of the People Party
Location: Musafir, Saksahanskoho St, 57A, Kyiv, 02000
Transportation: Shuttle
Participants: Bohdan Yaremenko, Head of the Committee on Foreign Policy and Interparliamentary Cooperation, Maryna Bardyna, Mykyta Poturayev, Olena Khomenko, Sviatoslav Yurash
Topics of discussion: Eating at a restaurant founded and run by a Crimean Tatar family, the situation in Crimea and for Crimean Tatars will be discussed. New policies, particularly on foreign relations, for President Zelenskyy's new government to enact are shared.
Relevance: Staffers will hear the viewpoint of newly appointed Rada members within the majority party. They will also hear details of plans for reforms, increased gender equality, and relations with the Ukrainian diaspora community.

Thursday, August 29, 2019

- 10:30 a.m. – 12:00 p.m. Meeting with Oleksandr Lytvynenko, Director of the National Institute of Strategic Studies
Location: National Institute of Strategic Studies, Pyrohova St, 7a, Kyiv, 01030
Transportation: Walking
Topics of discussion: Priority areas for Ukraine's development in defense, security and overall development.
Relevance: Staffers will learn more about the new administration's priorities for security, development, reform and international cooperation.
- 12:30 p.m. – 1:45 p.m. Meeting with USAID Regional Mission for Ukraine and Belarus Leadership
Location: US Embassy in Ukraine, Aviakonstruktor Igor Sikorsky St, 4, Kyiv, Ukraine, 04112
Transportation: Shuttle
Participants: Regional Mission Director Susan Fritz; Director, Office of Program Coordination and Strategy for USAID Regional Mission for Ukraine and Belarus, David Hatch; Director, Office of Democracy and Governance, USAID Ukraine, Moldova and Belarus, Thomas White
Topics of Discussion: USAID activities and priorities in Ukraine, cooperation with the new Ukrainian administration.
Relevance: Staffers will hear more about the societal needs and progress in Ukraine and how US funding is utilized nationally through USAID.
- 2:15 p.m. – 2:45 p.m. Lunch
Location: Salateira Sahaidachnogo, Petra Sahaidachnoho St, 37, Kyiv, 02000
Transportation: Shuttle
- 3:00 p.m. – 4:30 p.m. Meeting with Security Service of Ukraine (SBU) Leadership
Location: Security Service of Ukraine Headquarters, Kyiv
Transportation: Walking

Topics of discussion: Dr. Suprun's work in her position, her career, and the recent health reforms in Ukraine, Ukraine's veterans, the new administration's plans for health care

Relevance: Staffers will hear the unique viewpoint of a Ukrainian-American working in the Ukrainian government. They will also hear details of the recent overhaul of the healthcare system in Ukraine, which thus far has been described as successful.

5:00 p.m. – 6:00 p.m. Meeting with Hryhoriy Nemyria, former Deputy Prime Minister, Foreign Policy Advisor to Yulia Tymoshenk, and Current Member of the Verkhovna Rada
Location: Batkivshchyna Party Headquarters, Turivska St, 13, Kyiv, Ukraine 02000
Transportation: Shuttle
Topics of discussion: Batkivshchyna party, reform plans and relationship with other parties in parliament.
Relevance: Staffers will hear the viewpoint of MP Nemyria, who has been participating in Ukrainian politics for several decades. They will hear about how Ukraine's political landscape and foreign relations have changed over time.

6:30 p.m. – 9:30 p.m. Dinner Discussion: Media in Ukraine
Location: L'v Kosmopolit, Volodymyrska St, 47, Kyiv, 01034
Transportation: Shuttle
Participants: Peter Dickinson, Eurasia Center Senior Fellow, Atlantic Council; Victor Tregubov, Editor-in-Chief of online publication "Petr & Mazepa", editor-in-chief Censor.NET, Yuriy Butusov
Topics of discussion: The state of the media in Ukraine, disinformation campaigns in the countries, and the independence and freedom of the press.
Relevance: Staffers will learn about the state of the media and Ukraine and how it could affect public opinion locally in the rest of the world.

Saturday, August 31, 2019

4:00 a.m. Depart for Boryspil International Airport
Transportation: Shuttle

7:00 a.m. Departure from Kyiv, Ukraine
Location: Boryspil International Airport
Flight: Austrian Airlines Flight 668
Transportation: Shuttle to airport

8:00 a.m. Arrival in Vienna, Austria
Location: Vienna International Airport

10:35 a.m. Departure from Vienna, Austria
Location: Vienna International Airport
Flight: United Airlines Flight 9821

2:30 p.m. Arrival in Washington, DC
Location: Washington Dulles International Airport

**U.S. Senate
Committee on Ethics**

Private Sponsor Travel Certification Form

5. Senate employees invited

- (1) Valli Sanmugalingam, National Security Legislative Assistant, Office of Senator Bob Casey
- (2) Feras Sleiman, Assistant Counsel, Office of Senator Elizabeth Warren
- (3) Blake Souter, National Security Legislative Assistant, Office of Senator Tammy Baldwin
- (4) Benjamin Voelkel, Communications Director, Office of Senator Ron Johnson

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